How To Place A McKesson Order
In Smart Source
From the home page of Smart Source, select the McKesson punch-out catalog.
You will now land on the McKesson home page. Select the 'Switch' button at the top of the page to select your account. This will provide you access to your lists and order history.
Select the appropriate account number you normally use from the list provided.
You will now be able to shop and fill your cart as you normally would. When you are done adding items to your cart, select the Punch out button.
You will be asked to review your cart prior to submitting your order to Smart Source. Once reviewed, select the Submit button.
You will be taken to your Smart Source shopping cart; select Proceed to Checkout.
On this page, you will need to update your Shipping address with your individual McKesson address code (ex. MCKXXX).

Click the Edit button.
You will want to search for your McKesson address, select “click here”.

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address: select from your addresses

To choose a different address, click here

Address Details:
- Attn: Michele Arias
- Rm-MS: 81-400
- Contact Line: CENTRAL RECEIVING
- Address Line 1: 34TH & LUDLOW STREETS
- City: PHILADELPHIA
- State: PA
- Zip Code: 19104
- Country: United States

[Options: Save, Cancel]
A search box will appear. Enter your McKesson account code, MCKXXX, and click Search. *If you do not know your code, please reach out to our McKesson representative to obtain your specific code. You should not use someone else’s code.*
Your specific address code should appear. You will want to click Select to choose that address for your Smart Source order. If your address is not in Smart Source, please email our McKesson representative so it can be added to the system.
Once here, you will want to be sure to complete the Attn field with your name and click Save. You can also select the “Save this address for future use” box to make placing subsequent orders easier.
You can now proceed with reviewing the rest of the order and submitting the requisition.
**Things to keep in mind...**

- Only use your McKesson account number when ordering from the punch out site. This will enable you to access your order history, suspended orders and lists.

- Use your McKesson address for McKesson orders only. Attempting to use your McKesson address code with a different vendor’s order will cause the delivery of your order to be delayed as the McKesson address uses a different format.

- If you are unsure of your McKesson address code, please reach out to our McKesson representative so that they can provide you with your specific code.

- If your address code is not available in Smart Source, reach out to our McKesson representative so they can add it to the system.

- Questions or Concerns? Please feel free to reach out to the Smart Source hotline via email at [smartsource@drexel.edu](mailto:smartsource@drexel.edu) or 215-895-2876